

MINUTES
Board of Trustees
Edwardsville Public Library

Date: Wednesday, February 28th, 2018
Time: 6:00 pm
Place: Meeting Room

Executive Session:

President LaRose called an executive session to order at 6:00 pm.

Members Present:

Gary Denué
Pete Fornof
Kim Harrison
Chris Lafikes
Bob LaRose
JoAnn Nabe
Francie Powell
Sharon Whittaker

Absent:

Gloria Zupanci

Executive session to discuss Library Director candidates was adjourned at 7:19 pm.

A. Call to Order and Roll Call of Members:

President LaRose called the regular board meeting to order at 7:22 pm.

B. Introduction of Guests:

Interim-Director Jill Schardt; Assistant Director Cary Harvengt

C. Public Comment:

None.

D. Disposition of Regular Minutes:

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the minutes of the Wednesday, January 31st Board meeting.

Motion carried.

E. Communications:

Jill received an email from SIUE Mass Communication graduate student Thomas Givan, who would like to develop a media campaign for the library (which we are under no obligation to utilize) for a school project. Jill will work with him as he develops a survey, which the board can approve, and she might also get him on board to promote Hoopla Engage.

F. Committee Reports:

1) *Building*

Jill asked the board if they wanted to proceed with the exterior building cleaning project, or if they would like to focus on caulk and tuck-pointing repairs only. The board asked Jill to get bids for repairs only.

2) *Personnel*

Jill reported that the staff is motivated and working well together to accomplish multiple projects: website update, newsletter format changes, staff development day, National Library Week, and hot spot rollouts to name a few. Amanda has nominated Kelcey to attend ILA's Elevate Leadership program. Her project will be to develop a seed library and call it "Edwardsville Grows."

Jill expressed her misgivings about conducting the annual evaluations for the administrative team since she has been their peer for most of the fiscal year. The board agreed and gave the directive for Cary to write and conduct the admin. staff evaluations in her current role as Assistant Director.

Jill reported that the City has an employment website for job applications that the library can utilize if we want to construct pay ranges for each position. This can be discussed again with the new director.

Francie reported that candidates for the open Director position have been chosen and will be contacted for interviews to take place in March.

3) *ELF*

Sharon reported that new officers have been selected for the ELF board. Also, that VIP gift notification cards will be sent out for all ELF members who paid \$25.

4) *Finance*

Motion by Joann Nabe, seconded by Kim Harrison, to approve the pre-paid bills in the amount of \$61,862.40.

Roll call:

Gary Denué – yes
Pete Fornof – yes
Kim Harrison – yes
Chris Lafikes – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Bob LaRose – yes

Motion carried.

Motion by JoAnn Nabe, seconded by Kim Harrison, to approve the bills to the City Clerk in the amount of \$29,743.39.

Roll call:

Gary Denué – yes

Pete Fornof – yes
Kim Harrison – yes
Chris Lafikes – yes
JoAnn Nabe – yes
Francie Powell – yes
Sharon Whittaker – yes
Bob LaRose – yes
Motion carried.

G. Ad Hoc Strategic Planning Committee

Gary reported that a final mission statement and vision statement had been created, and he passed out a summary statement of the committee's progress so far. Value statements will be finalized, along with survey tabulations, in March.

H. Illinois Heartland Library System

Gary reported:

- The per capita distribution is still not confirmed. IHLS has only received 20% of their proceeds and are dipping into their reserve fund. The end of the State FY is June 30 so we hope to have our check by then.
- There will be two grant opportunities coming from ISL that we should be on the lookout for.
- IHLS will be expanding their website to include SHARE accounts and advocacy.
- IHLS has determined that the average cost of a delivered item in the system is .44 cents.

I. Interim-Director Report

Jill reported:

- Jill reported that Robbie and Devin Gray, the City's IT manager, had spoken about the library server. After discussion the board recommended that Jill gather further information for the next board meeting from other libraries' IT specialists to get their opinion on Office 365 and Envisionware before we commit to having Royal Solutions configure a new server. We will purchase the server, when the time comes, through the City.
- The board asked that as we move forward with IT decisions, that software configuration and hardware purchases should be fully documented into an IT Plan.
- Jill reported that the feedback on test usage of Kanopy has been positive. The Board agreed that we could purchase this new service in the current fiscal year.
- Per previous board query, Jill presented a summary of how our interest income is distributed by the City.
- At ELF Carol Keene's invitation, Jill attended the Friends of Lovejoy meeting and met Lydia Jackson, Lovejoy's Interim Dean.

J. Unfinished Business

None

K. New Business

None

L. Presentation to Board

None

M. Adjournment

Motion to adjourn the regular meeting by Sharon Whittaker, seconded by Gary Denué. The regular meeting was adjourned by President LaRose at 8:58 pm.